

**Enrolled Memorandum of the Meeting
Study Session/Meeting
Twenty-Ninth Town Council of Highland
Monday, January 06, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, January 06, 2020** at 6:30 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Mark Schocke, Thomas Black and Roger Sheeman were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Officials Present: Kathy DeGuilio-Fox, was present.

Additional Officials Present: Ed Dabrowski, IT Consultant (Contract); and Larry Kondrat, Board of Waterworks Directors were present.

Guests: Theresa Badovich, Idea Factory; Robert Kuva and Patrick Krull, School Town of Highland Board of Trustees were also in attendance.

General Substance of Matters Discussed.

1. ***Discuss the Provision in Compensation and Benefits Ordinance regarding Section 125 Plan.*** (Increased costs for Valued Added Card and related services) Currently the service fees are paid by AFLAC and the fees have increased profoundly.)

The Clerk-Treasurer and the Town Council discussed the issue of the profound increase in cost for the cash or value-added card that is used by employees to access their cafeteria plan account. Present, these are not costs borne by the Town. The AFLAC vendor who voluntarily covered the costs associated with providing the cash card noted that the increase in cost was so significant for 2020, that this would be the last year she could do this.

The Clerk-Treasurer and the Town Council discussed the Section 125 Plan features and the merits of either giving notice of one year to current users and indicating the cafeteria plan account feature would be eliminated, or the cash value card would be eliminated. The discussion included considering whether to absorb the costs of the cash card in 2020 to offset the possible losses the AFLAC vendor. It was also noted that only four workers currently use the cafeteria account feature.

The Town Council determined to review the matter.

2. ***Discuss status of Web services and newsletter content media provider and Information Technology Services.***

- **Professional Media and Newsletter Content Provider Agreement Renewal.** The Town Council reviewed the agreement with Idea Factory that was in place and expired on December 31, 2019 but for the one month extension. Some councilors wished to simply wait until the agreement could be reviewed by the Town Attorney, who is expected to be formally appointed at the plenary meeting of January 13, 2020.

The Town Council expressed favorable impressions about the services. It was determined to allow for meaningful review by the Town Council, that an extension for

one month would be considered at the plenary meeting for January 13, 2020.

- **IT Professional Services Agreement Renewal.** Mr. Dabrowski presented his request for renewal of his existing agreement with a request for increase for 2020 from 2019, with additional services outlined than were in the expired agreement.

The Town Council and the Clerk-Treasurer discussed whether this renewal was an opportunity to consider different ways and means to deliver the services. It was further discussed that a conversation about the nature of the desired services for the Town would be beneficial.

The Town Council expressed favorable impressions about the services. It was determined to allow for meaningful review by the Town Council, that an extension for one month would be considered at the plenary meeting for January 13, 2020.

3. **Discuss the imminent appointments to boards and commissions.** The Town Clerk-Treasurer and the Town Council discussed the memorandum outlining the posts whose terms are expiring. The discussion included a review of the entire memorandum, clarifying those appointments to be made by the Town Council President and those to be made by the Town Council.

Town Attorney. The discussion acknowledged that the Town Attorney, Rhett L. Tauber and Tauber Law Offices resigned, effective December 31, 2019. It was further noted that the resignation extended to other boards and commissions that it also served as legal counsel in Highland.

The Town Council President indicated that he hoped for the appointment of Attorney John Reed, to serve as Town Attorney and to perform also as Town Solicitor (Ordinance Prosecutor) for the Town.

Executive Appointments. The Town Council President went through each appointment by boards or commission and discussed the executive appointments. It was noted that some of the incumbent members who were being considered for reappointment were also being considered for appointment to another board or commission. The following appointments were discussed:

1. **Municipal Plan Commission** (2) appointments to be made by Town Council President. *(Note: Currently held by Mark Kendra, DDS (D), expiring 1st Monday in January 2020 and unexpired term of Mark Schocke (R) expiring 1st Monday in January 2022 and up to 90 days after term expires if no action) Current composition of the citizen members is 1 Independent, 1 Democrat, and 2 Republicans. There can be no more than 2 of the same party.*
2. **Advisory Board of Zoning Appeals** (1) (possible) appointment to be made by Town Council President. Must be a member of the Plan Commission and not the same one appointed by the Plan Commission *(Note: Currently held by Joseph Grzymiski Term: Co-extensive with term on Plan Commission • President only needs to act if there is a change to his appointment on the Plan Commission or a change is desired)*
3. **Redevelopment Commission** (3) appointments to be made by Town Council President. *(Note: Currently held by Bernie Zemen, Steven Wagner and Michael W. Griffin, all expiring 1st Monday in January 2020 and up to 90 days after term expires if no action)*
4. **Redevelopment Commission Non-voting advisor** (1): appointment to be made by Town Council President. Must be a member or staff from the School Town of Highland. *(Note: Currently held by Patrick Krull; Term expiring June 30, 2020)*
5. **Waterworks Board of Directors:** (2) appointments to be made by Town Council President. *(Currently held by Edward Dabrowski (D) and George Georgeff (D), all expiring 1st Monday in January 2020 and up to 90 days after term expires if no action.) Current composition of the Board is 3 Democrats and 2 Republicans. There can be no more than 3 from any one party.*

6. **Board of Sanitary Commissioners:** (1) appointments to be made by Town Council President. (Currently held by David Jones (R) all expiring December 31, 2018 and up to 90 days after term expires if no action.) Current composition of the Board is 2 Democrats and 3 Republicans. There can be no more than 3 from any one party.
7. **Economic Development Commission:** (1) appointment to be made by Town Council President but must be nominated by the Lake County Council. Currently held by David Beanblossom. Term expires February 1, 2020

Regional Statutory Appointments.

8. **Northwestern Regional Planning Commission (NIRPC).** (1) No action necessary unless a change is desired. Town Council President is appointment authority. Must be an elected official who resides in the Town. (Current serving: Michael W. Griffin.)
9. **Joint Board of Delegates of the Interlocal Ethics Entity.** Appointed by Municipal Executive (Current serving: Michael W. Griffin.) No term. Notifying in case the Council President wants to recall and appoint someone else.

The Town Council President indicated that he would likely keep the Clerk-Treasurer in these roles.

Home Rule Commissions or Boards

10. **Main Street Bureau Board of Directors.** Town Council President appointment. (1) Appointment. Town Council Representative must be a member of the Town Council. Term co-extensive with term of appointee. (Note: Currently serving is Dan Vassar)
11. **Tree Board.** (2) Appointments to be nominated by the Town Council but appointed by the Town Council President. (Note: Current terms expiring 1st Monday January 2020, James W. Colias; Ron Jackowski) All terms three years.

Committee and Liaison Assignments. The Town Council President, in consultation with the Town Councilors, made the following assignments for committees or liaisons.

(This does not include councilors as members of commissions or boards)

Bernie Zemen:	Fire Department, Liaison; IT Liaison; and Town Board of Metropolitan Police Commissioners Liaison.
Mark A. Herak:	Budget Committee Chairman; and Advisory Board of Zoning Appeals Liaison.
Mark J. Schocke:	Town Executive (I.C. 36-1-2-5-(4);I.C. 36-5-2-2;I.C. 36-5-2-7) Board of Trustees of the Police Pension Fund, Chair (By law) Park and Recreation Board Liaison.
Tom Black:	Board of Waterworks Directors, Liaison; and Board of Sanitary Commissioners, Liaison.
Roger Sheeman:	Chamber of Commerce Liaison; and Community Events Commission, Liaison.

Legislative Appointments. The Town Council President and the Town Council went through each appointment to be made by the full town council as legislative appointments. It was noted that some of the incumbent members who were being considered for reappointment were also being considered for appointment to another board or commission. The following appointments were discussed:

1. **Municipal Plan Commission** (3) appointments to be made by Town Council. (Note: Appointee may be elected or appointed official or employees of the Town. Currently no vacancies. **No action necessary** as incumbents continue to serve unless the legislative body acts to change. Currently serving, Bernie Zemen (Elected Official); Douglas Turich (employee); Joseph Grzymski (employee))

2. **Park and Recreation Board.** (2) appointments to be made by the Town Council. (Note: Current appointee is Chris Ray (R) and vacancy from Abe Rivera's (R) moving, for the unexpired term) (Current composition is 2 democrats and 2 republicans. Not more than 2 members may be of the same party.)
3. **Town Board of Metropolitan Police Commissioners.** (1) appointment to be made by the Town Council. (Note: Currently appointee is Terry Krooswyk (D) (Current composition for these five citizen positions is three democrats and two republicans)
4. **Redevelopment Commission.** (2) appointments to be made by the Town Council. (Note: current appointees are Mark Herak and Dan Vassar.)

Regional Statutory Appointments

5. **Lake County Solid Waste Management District Board of Directors.** (1) No action necessary unless a change is desired. (Note: Currently serving Bernie Zemen.) Must be a member of the Town Council. Term is co-extensive with term on council unless legislative body acts otherwise.

Home Rule Commissions

6. **Community Events Commission:**

(1) appointments to be made by the Town Council. **Term: 4 years.** (Note: vacancy of which term expires January 2022)

(9) appointments to be made by the Town Council. **Term: 1 year.** (Note: Currently serving, Bandon Wolak, Erica Rozenich-Wolak, Adam Nyiri, Ead Mansoun, Christine Clarkson Gonzalez, Christopher Kornaus, Deanna Christ, Elizabeth Alakel, and Victoria Smith.)

7. **Traffic Safety Commission (1 appointment OR 1 plus 1 alternates) Section 10.45.030 (A)(2) reads:** "The commission shall also consist of a representative from the town council, which may be held by a single member or alternating between several members of the town council as the town council may direct. Only one member at any given time may participate in a meeting of the traffic safety commission. (Currently held by Bernie Zemen and Konnie Kuiper).

The Town Council further discussed the desirability of having interviews for candidates for the Redevelopment Commission. It was noted that there was a desire to appoint a greater number of non-elected officials to the Redevelopment Commission. The Town Council also discussed prospective appointees who had not submitted an application for consideration.

The Town Clerk-Treasurer indicated his desire *not* to be considered for reappointment to the Redevelopment Commission. It was determined to schedule an executive session for Saturday, January 11, 2020 at 9:00 to review prospective officers and applications. The Town Clerk-Treasurer would prepare the notice and send it as required.

4. **Issue Session Binder Books for the Town Councilors.** The Town Council received their session books. The Town Council determined to review them at their leisure.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, January 06, 2020**, was adjourned at 7:50 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer